

KING EDWARD TIMES

VOLUME XI, No. 20
September 05, 1985

V.I.A. GENERAL MEETING

DATE: Tuesday, Sept. 10, 1985

TIME: 1:15 - 4:00 p.m.

PLACE: V.V.I. - Room 240 (KEC Auditorium is unavailable)

Extraordinary General Meeting Re: Collective Agreement Ratification,
immediately followed by General Meeting.

Faculty members who wish to attend, and who have scheduled classes at
that time, are asked to make appropriate arrangements for their students.

Please alert your department head of your intention to attend the meeting.



"You're a man of the world, Walton. Will my gym-shoes pass for trainers?"

STUDENT INFORMATION AND EVALUATION

Welcome back: that is if you have been away.

As you meet your new class(es), your students are very curious and often concerned as to the criteria by which you decide how grades, if applicable, are awarded, or how you decide as to whether or not they are to progress to the next level at the end of the course. (Students earn the grades that you award!)

You must give them this information, preferably in writing, when first you meet each class, and repeat it from time to time.

At the same time, you must advise your students as to the general objectives of the course/program--what it is that they will have to do to be successful. It may be that on learning the general objectives, they will wish to transfer to courses which more appropriately meet their needs.

As an instructor, you have the responsibility of ensuring that the objectives of each course/program in which you are involved are consistent with the objectives of the College and of the program. If you have any doubts about these objectives, please discuss them with your department head.

Although many students receive assessments before registering, the assessment process is not foolproof. If you find that some of your students have been inappropriately placed, please advise your coordinator or department head as early as is possible so that transfers may be made.

At all times, the student must be made aware of progress being made so that the final grade will not come as a surprise. That most instructors do this is apparent, as there was only one grade appeal made for the May-August period. Please inform your students of the grade appeal procedure.

Also ensure that aspects of your instruction provide sufficient challenge to each individual you teach.

Keep your students aware of the support services available to supplement classroom activities, particularly the: Learning Centre, Counselling Career Centre, Counselling Services, Health Services and the Cafeteria.

If you become aware of any student having serious learning difficulties, please inform your division's IEPA (Individualized Education Program for Adults) representative.

Enrolment is down in some classes this term and you may find that there has to be consolidation and changes in scheduling. Your efforts in handling such a situation are much appreciated by both students and administrators.

The responsibility for maintaining a high quality of learning opportunities is yours--it is the least of your students' expectations. I have every confidence that you, as an individual, will meet or even surpass all expectations.

Have a challenging, interesting and rewarding year!

R.F.C.

CHALLENGE '85

SOFTBALL

The support staff won last year, can they do it again?

come and see for yourself

* Monday, Sept. 9 /85 *

5:00 pm (1700 hr.)

V.C.C. Administrators (cam's team)
(Dales pitching)

- VS -

K.E.C. Dragons (steve's team)
(Sars short stop)

@

N. China Creek Park - N.E. Diamond.

UMPIRES - Pat Sproston @ the plate
- Jim Humble on the bases

FOLLOWED BY A HAPPY HOUR
(IN THE FACULTY / STAFF LOUNGE)



INFORMATION CENTRE

LOCATION

The Information Centre is the island kiosk located on the fourth level opposite Admissions and Student Records.

PURPOSE

To centralize the collection, storage and delivery of accurate and relevant information to internal as well as external clients concerning Central Administration, Continuing Education, and King Edward Campus.

HOURS OF OPERATION

The Information Centre is open every instructional day from 8:30 a.m. to 8:00 p.m. Monday to Thursday and from 8:30 a.m. to 4:30 p.m. on Friday.

DIRECT-IN-DIAL NUMBER 875-8230

LOCALS 230, 390

EMERGENCY NO. 777

| <u>STAFF</u> | <u>LOCATION</u> | <u>HOURS</u> | <u>LOCAL</u> |
|-----------------|-----------------|------------------------|--------------|
| Bryant, Patrick | Level 4 | 4:30 p.m. to 8:00 p.m. | 230 (127) |
| Monroy, Vicky | Level 4 | 9:00 a.m. to 5:00 p.m. | 428 |
| Wickens, Linda | Level 4 | 8:30 a.m. to 4:30 p.m. | 230 |

INFORMATION UPDATE FORM

These forms are available at the Administration Office on the long table adjacent to the mail room.

The use of this form by faculty and internal staff is encouraged to facilitate the update and exchange of information and a more effective and efficient operation.

PROCEDURE

1. Kindly fill out the form and leave at the mail-box designated INFORMATION AND REFERRAL CENTRE.
2. Information will be adopted and accepted into the system anywhere from 3 to 7 days from the date it was submitted unless the nature of the matter warrants immediate attention.

V.M.

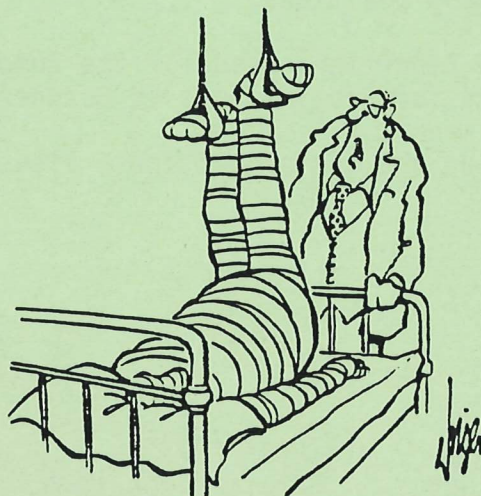
LEAVE OF ABSENCE

Bob Gauthier has been granted a leave of absence for 6 months to complete his graduate studies. During his absence, his duties will be covered by existing staff as per the following schedule:

| | |
|------------------------------------|------------------------|
| Policies & Procedures | - G.A.R. Sylvester |
| Student Advisory Committee | - E. Buriak |
| Advertising co-ordinator | - D. Moutter/S. Girvan |
| Calendar Committee | - D. Moutter/S. Girvan |
| Staff/faculty handbook (up-date) | - D. Moutter |
| Telephone directory (up-date) | - D. Moutter |
| Health & Safety Committee | - S. Girvan |
| Submissions to Annual Report | - G.A.R. Sylvester |
| Domco liaison | - S. Girvan |
| Telephone billings/requirements | - D. Moutter |
| Silent announcer | - D. Moutter |
| Signage | - J. Humble |
| McGregor Child Care rep. | - S. Girvan |
| Fire Safety Director | - J. Humble |
| Expo Legacy | - J. Humble |
| Community liaison (Mount Pleasant) | - J. Humble |
| Centennial Commission | - J. Humble |
| V.C.C. Foundation | - J. Humble |
| Industrial First Aid Coverage | - S. Girvan/J. Humble |
| G.E.D./Prov. Exams | - R.F. Cunningham |

We all wish Bob success as he begins his studies on September 9th.

G.A.R.S.



"If you don't think you can make it into work tomorrow, give me a call."

LOCAL ECONOMIC RENEWAL FUND

K.E.C. and V.V.I. have each been allocated \$62,500 by the provincial government through the Local Economic Renewal Fund to establish small business centres and programs. At K.E.C. the money will be used to second two instructors half-time for four months to initiate small business courses primarily in support of heavy trades and for recent immigrants who wish to establish a small business in Canada.

Would anyone interested in working on the immigrant programs, please inform Barbara Bowers in writing. A Job Description is available from Vi McKinnon (local 730).

Desirable qualifications: ESL instructor, involved in management of small business, preferably owned or part-owned a business. Experience in English for special purposes.

B.A.B.

OPPORTUNITIES FOR APPOINTMENTS

A number of times each year we try to find a reasonable and fair way of offering opportunities for appointments in ELT departments other than the one in which the instructor is working. There are many factors which make this difficult - different intake days, sudden long-term sick leave, personal leave, etc. Without going into great details we can only say that these difficulties appear insurmountable. Hence, if you are interested in working in a given department, please contact the relevant department head for yourself to discuss the possibility of temporary appointment to that department.

B.A.B.

POSITION OPENINGS

V.C.C./V.V.I. requires 2 Business Education Instructors to instruct in the Legal Secretary Program and the Medical Office Assistant Program. Immediate response required for these positions.

V.C.C./K.E.C. requires a Department Head for the Automotive Mechanics Department. Closing date for applications is October 11, 1985.

For further information on the above positions, please see bulletin boards.

H.E.P.

JENNY WILLIAMS' RETIREMENT DINNER

A date to mark on your calendar --- * THURSDAY, SEPTEMBER 12 *

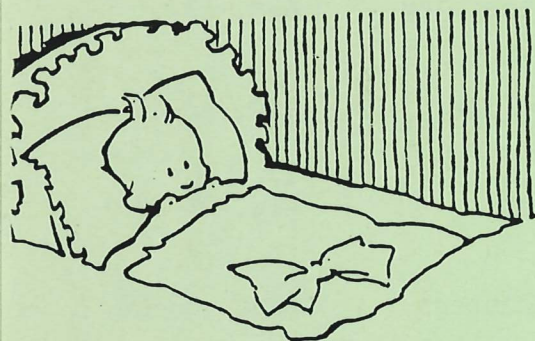
TIME: 4:30 p.m. No Host Bar - Staff Lounge

6:00 p.m. Buffet Dinner

Get your tickets early as seating is limited. Contact Dolores Callaghan, Counselling Dept. local 220, or Wynn Keenan, Registration Services, local 200.

See mouthwatering menu on Bulletin Boards.

B.C.



CONGRATULATIONS TO CHERYL & CLIVE

Cheryl Jibodh had a baby girl, 7 lbs. 9 ozs., born yesterday, at Burnaby General Hospital 9:30 A.M. No name has been decided yet. Mother, Father and baby all doing well.

J.R.

CONTINUING EDUCATION - OPEN HOUSE

Continuing Education Open Houses will be held at all three Campuses on Saturday, September 7th from 10:00 a.m. to 2:00 p.m.

The Open House will be featured on CFOX radio, so if you cannot make the Open House, be sure to listen to CFOX on Saturday.

G.B.

STUDENT HEALTH SERVICE

The nurse will be away from September 9th to September 26th to renew her Industrial First Aid certificate. During this time please call the following numbers if you require assistance:

1. TO SEE THE DOCTOR - call the Counselling receptionist (local 208) to make an appointment or inquire about his scheduled times at K.E.C.
2. FOR FIRST AID ASSISTANCE - call the Information Centre (local 230) and ask for a first aid attendant.

Regular Student Health Service hours will resume on September 27th.

Pauline Reaburn, College Nurse

K.E.C. FACULTY/STAFF ACTIVITIES

| | | |
|-----------------|----------------------------------------------------------------------------------------------------|-----------------------------------------|
| Sharon Yoneda | Working in KEC Computer Lab. Night school program - "English Revisited". | Aug. 08-28 |
| Maureen Sawkins | Half-time leave to research and write the major paper requirement for Masters of Education at UBC. | Aug. 16 - Nov. 20 |
| Keh Kie Tio | Prepare supplementary materials for teaching purposes. | Aug. 19 |
| Barbara Ash | Develop spelling program on the Apple IIe. | Aug. 27-29 |
| Ted Hougham | Study literature on tutoring. Work on spelling computer program. | Aug. 27-29 |
| John Godfrey | Research for "Options" and work on chapters. | Sept. 03-23 |
| Maureen Sawkins | Research and write the major paper requirement for Masters of Education at UBC. | Sept. 03 - Nov. 29 |
| Allison Norman | Assist Canada World Youth in first Thailand exchange. | Sept. 12-17 |
| Linda Rapson | Fundamentals of Word Processing, VVI. | Sept. 12-24 |
| Peter Lear | Fundamentals of Word Processing, VVI. (1/2 days) | Sept. 12,19 + 26. Oct. 3,10,17,24 |
| Victor Sinclair | Prepare Masters thesis for publication. | Sept. 16-30 |
| Norman Dooley | Quarterly meeting of Board of Directors, Council of Second Language Programs in Canada. | Sept. 20-24 |
| R.F. Cunningham | Attend BC Association of Vocational Admin. Fall Conference, Prince George. | Sept. 24-27 |

M.R.